



# **FY 2015 CDBG RFP MANDATORY WORKSHOP**

## **RFP Submittal Packets**

**Public Services Projects  
Community/Economic Development Projects**

## GENERAL INFORMATION

- Page limits – The intent is to provide the requested response in the space provided
- Format – Utilize the required font
- *Type response here:* Bullet points, numbering, insertion of tables permissible (formatted for such)
- Any questions regarding applications to [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov)

## **SUBMITTAL CHECKLIST**

- Completeness – applicants' responsibility
- Sections
  - RFP Checklist, RFP Form, Supplemental Information Form
  - Fiscal Documents
  - Certifications
  - Agency Documents – Updates only
  - Project-Specific Requirements
  - Optional Documents

## **A. APPLICANT AGENCY INFORMATION**

- Ensure the Funding Request information matches the information provided in D.1. of the RFP Form (Page 9)
- Ensure complete and accurate information is listed in all three Contact Information section
  - Distribution of correspondence from the CDBG Program Office regarding the RFP process will be limited to those listed
  - Any updates during the RFP process should immediately be provided by sending notification to [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov)

## B. GENERAL PROJECT INFORMATION

- B.1. Relationship to the FY 2015-FY 2019 Consolidated Plan Goals
- B.2. Project Target Population
  - *Identified as highly vulnerable populations: Seniors; Food Insecure Households; Youth*
- B.3. Project Benefit to Low and Moderate-Income Individuals/Households
  - LMA Information
  - LMC Information

- B.4.a. Must list a minimum of one measurable outcome
  - Outcome statements describe the benefits or positive or positive changes experienced by the target population as a result of the proposed project (e.g., the project's results)
  - Details are required to quantify how many individuals or households will realize each outcome, and how each outcome will be measure and documented
  - Must also describe the project benefit in relation to funding request

## **C: PROPOSED PROJECT CATEGORY INFORMATION**

- C.1.a. – Select one listed category that is most appropriate for the proposed project; if none appears appropriate, select “Other” and enter a category title for your project
- C.1.b. – Provide a brief summary of the proposed project, then detailed descriptions as listed for each activity/service that the project will provide

- C.1.d. – “new service” refers to one that was not funded with City of San Diego FY 2014 CDBG funds
- C.1.e. – “existing service” refers to one that was funded with City of San Diego FY 2014 CDBG funds
- C.1.f. – Fees are referenced in the Scoring Criteria under “Activity/Timeliness”



## **D. PROJECT BUDGET INFORMATION**

- D.1.a. and D.1.b. – Indicate whether project activities will be completed by Subcontractors and/or Consultants and whether the project will collaborate with other service providers to achieve the stated outcomes
- If yes to either or both, provide detailed descriptions